

2006
EEO
1-10/03

**KOLO
EEO PUBLIC FILE REPORT**

06/01/2006 – 05/31/2007

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
[Insert name of job title, e.g. Account Executive]	[Insert numbers corresponding to RS's in the MRSL, e.g., 1-10, 15, 18-23]	[Insert number corresponding to RS in the MRSL, e.g., 23]
Full Time Master Control Operator	1,4,10,11,12,16,19,20,22,25,27,28	16
Final Cut Pro Editor	1,4,5,8,10,11,12,16,19,22,25,26,27,28,	16
Full Time Camera Operator	1,4,10,11,12,16,19,22,25,27,28	16
Full Time Master Control Operator	1,4,10,11,12,16,19,22,25,27,28,29	29
Web Journalist	1,4,5,7,8,9,10,11,12,16,19,22,25,27,28	16
Weekend Anchor / Reporter KENDRA	1,4,9,10,11,12,16,19,20,22,25,27,28	9
Reporter	1,4,9,10,11,12,16,19,20,22,25,27,28	1
News Director	1,5,6,7,9,10,12,15,17,22,24,28,31,32 33,34,	34
Producer AM F/T W – Sun	1,7,9,10,12,19,20,22,28,	1
Producer AM F/T M-F	1,7,10,12,16,19,22,28,	16
Assignment Mgr	1,4,5,8,9,10,12,16,20,22,28,	16
Tape Editor	1,4,8,9,10,11,12,,19,22,25,27,28,	1
Photographer	1,4,5,8,9,10,11,12,16,19,22,25,28	16
Photographer	1,4,5,8,9,10,11,12,19,20,22,25,28,	20
Photographer	1,4,5,8,9,10,11,12,19,20,22,25,28,	20
Video Journalist	1,4,5,7,8,9,10,11,12,19,22,25,26,27,28,	9
Video Journalist	1,4,5,7,8,9,10,11,12,16,19,22,25,26,27,28,	16
Production Tech F/T	1,4,8,10,11,12,16,19,22,25,26,27,28,29	16
IT / Maintenance Engineer	1,4,6,7,9,10,12,14,19,22,25,29	29
Account Executive	1,4,5,6,7,9,10,12,15,19,21,22,23,25,28,29	29
Executive Producer	1,5,6,9,10,12,16,22,23,28,31,32,	16

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II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	KOLOTV.COM 4850 Ampere Drive Reno NV 89502 1-775-858-8888 Attn: Kim Munger H/R Mike.braun@gray.tv	N	15
2	Renohelpwanted.com 1 Civic Center Plaza #506 Poughkeepsie, NY 12601 1-800-365-8630 Internet Listing \$	N	0
3	Reno Gazette-Journal 955 Kuenzli Street Reno NV 89512 1-775-348-7355 Lori lmacaula@rgj.com \$	N	0
4	TMCC 7000 Dandini Blvd Reno NV 89512 775-673-7111 Job Board Fax 1-775-674-7566 Renee Baker 1-775-674-7672 www.tmcc.edu (Fin, Student Employment, Employment)	N	0
5	MediaLine PO Box 51909 Pacific Grove, CA 93950 1-800-237-8073 www.medialine.com Mark Shilstone	N	0
6	NAB.org 1771 N. Street N.W. Washington, DC 20036 1-202-429-5498 Khunter@nab.com	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
7	Nevadabroadcasters.org 1050 Flamingo Road # S-110 Las Vegas, NV 89119 1-877-794-4994 earlenelefler@yahoo.com	N	0
8	Career Choices 625 Margrave Drive #101 Reno NV 89502 1-775-826-2555 Barbara Hunt <u>Barbara@career-choices.com</u>	N	0
9	Tvjobs.com PO Box 4116 Oceanside, CA 92052 1-800-374-0119 Mark Holloway <u>member@tvspy.com</u>	N	6
10	Gray Television WSAW TV 1114 Grand Avenue Wausau, WI 54403 1-715-845-4211 Jane Ploeger <u>jploeger@wasaw.com</u>	N	0
11	Regional Technical Institute (RTI) 380 Edison Way Reno NV 89502 1-775-861-4418 FAX: 1-775-861-4415	N	0
12	WorkReno.com 61 West 41 st Avenue San Mateo, Ca 94403 1-775-230-6194 Mark Babitt for help: <u>ellis@workreno.com</u> user ID: <u>kim.munger@kolotv.com</u> password: recruit	N	15
13	ProNet 560 Mill Street # 200 Reno, NV 89502 Richard Lemos phone: 1-775-336-5438 FAX: 1-775-336-5455	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
14	Society of Broadcast Engineers 9247 N. Meridian Street #305 Indianapolis, IN 46260 1-317-846-9000 FAX: 1-765-846-9120 Scott Jones kjones@sbe.org	N	0
15	Jobs4broadcast.com Internet posting site user ID: kolotv password: kolo	N	0
16	KOLO TV Employee Self Referred	N	10
17	American Women in Radio & Television 8405 Greensboro Drive #800 McLean, VA 22102 1-703-506-3290 awrt.org \$	N	0
18	Advertising Association of Northern NV 299 South Arlington Avenue Reno NV 89502 1-775-827-7311 Kerri Garcia www.a2n2.com \$	N	0
19	Nevada JobConnect (Nevada UnEmployment Office) 300 East 3 rd Street Carson City NV 89713 1-775-834-1970 FAX: 1-775-6988-1279 www.nevadajobconnect.com Robert Umhani Supervisor	N	0
20	KOLO Walk In	N	2
21	Marketing Ideanet Newsletter 602communications.com Graeme Newll 6839 Charter Hills Road Charlotte NC 28277 gnewell@602communications.com	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
22	Nevada Hispanic Services Inc 3905 Neil Road Reno NV 89502 1-775-826-1818 FAX: 1-775-826-1819	N	0
23	Tvspy.com/Vault 150 W. 22 nd Street / 5 th Floor New York, NY 10011 ID: kolorecruit Password: kolotv	N	0
24	Mediabizjobs.com jobs@mediabizjobs.com	N	0
25	University of Nevada, Reno UNR Career Navigator 1664 N. Virginia Street Reno NV 89557 www.unr.edu/career/employers/CareerNavigator.html user ID: kolotv password: kolotv	N	1
26	Morrison University Reno Tahoe Tech Center 10315 Professional Circle #201 Reno NV 89521 Amy Schaffer aschaffer@morrison.neumont.edu 1-775-850-0700	N	0
27	Washoe County Senior Center (AARP) Attn: BJ 1155 E. Ninth Street Reno NV 89512 1-775-328-2575 FAX: 1-775-328-6192	N	0
28	California Chicano News Media Association USC Annenberg School of Journalism 300 S. Grand Avenue # 3950 Los Angeles, CA 90071 ccnmainfo@ccnma.org FAX: 1-213-437-4423	N	0
29	KOLO TV Employee Referral	N	3
30	NON Employee Referral	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
31	National Association of Hispanic Journalists 1000 National Press Bldg / 529 14 th Street N.W. Washington DC 20047 1-202-662-7145	N	0
32	National Association of Black Journalists University of Maryland 8701-A Adelphi Road Adelphi, MD 20783 1-866-479-NABJ	N	0
33	RTNDA Radio-Television News Directors Association & Foundation 1600 "K" Street N.W. # 700 Washington DC 20006 1-202-659-6510	N	0
34	The Broadcast Image Group PO Box 6105 San Antonio, TX 78209 Michelle Grant 1-210-828-6664 FAX: 1-210-828-6224 mgrant@broadcastimage.com	N	3
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			[54]

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Programs	<p>KOLO-TV maintains an on-going Internship Program with University of Nevada Reno and the local high schools for students who are interested in a broadcasting career. These internships are offered for the term of one semester and afford students studying communications the opportunity to achieve practical experience in the field. During the reporting period, the station had 12 Interns, as follows:</p> <p>During the Winter of 2006, (Jan-March) the station had 2 interns. Both interns worked in the Production/News Departments, working with Producers, Directors, Audio and Camera Operators.</p> <p>During the Spring of 2006, (April-May) the station had 3 interns. 2 Interns worked in the Production/News Departments, working with Producers, Directors, Audio and Camera Operators. 1 Intern worked in the Sales Department, working with Account Executives, learning our sales philosophy, the basics on Nielsen, the computer program basics, Media Audit, and buyer psychology. Going out on Sales Call and also going out with Production to learn the process of putting together commercials. Also spent time w/Sales G.M and Sales Manager.</p> <p>During the Summer of 2006, (May-Aug) the station had 3 Interns. 2 Interns worked in the Production/News Departments, working with Producers, Directors, Audio and Camera Operators. 1 Intern worked in the Sales Department, working with Account Executives and the Sales Management.</p> <p>During the Fall of 2006, (Sept-Nov) the station had 2 Interns. 1 Intern worked in the Sports</p>

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		<p>Department, working with the Sports Director and the Weekend Anchor. She went out on Sports stories and shoots. She also learned how to write / Produce the Friday Night Sports Caravan shows. She also learned how to Shoot and Edit Video. 1 Intern worked in the News Department, working with Producers, and Directors.</p> <p>During the Winter of 2006, (Nov – Dec) the station had 2 Interns. 1 Intern worked in the Sports Department, working with the Sports Director and the Weekend Anchor. He went out on Sports stories and shoots. He also learned how to write / Produce the Friday Night Sports Caravan shows. He also learned how to Shoot and Edit Video. KOLO hired this person as a P/T Video Editor.</p> <p>1 Intern worked in the News / Production area, working with Directors / Producers, working both behind the cameras and operating the audio booth.</p> <p>During the Winter of 2007, (Jan-March) the station had 1 Intern. This 1 Intern worked in the News Department, working with Producers, and Directors on the Day Break Show, the Mid Day News Program and also the Evening News. Learning how to write stories and compile news events, run the teleprompter, edit news stories, run camera, make phone calls for the Assignment Desk, and general observation of all News Department Duties.</p>
2	Participate in Job Fair	<p>09/12/2006, KOLO Job Fair – In conjunction with WorkReno.com. Presentation, information given to the Public regarding open positions at KOLO. Attendance: General Manager, News Director, Sales Manager, Human Resources, Creative Services Manager, Business Manager.</p>
3	Participate in Job Fair	<p>02/20/2007, KOLO Job Fair- In conjunction with WorkReno.com. Presentation, information given to the Public regarding open positions at KOLO. Attendance: Human Resources, Sales Manager, Promotions Manager.</p>

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4	Participate in Job Fair	04/25/2007, KOLO TV Job Fair- In conjunction with WorkReno.com. Presentation, information given to the Public regarding open positions at KOLO. Attendance: Sales Manager, General Manager, News Director, Creative Services Manager.
5	Station Tour	06/02/06 Kim Munger gave an informative station tour to UNR Journalism students (7). Tour consisted of Business / News / Production / Engineering departments. Brief discussion with News Director and Anchors Q&A.
6	Station Tour	July 28, 2006. Bruce Leckband gave a private tour to Brookside Private Elementary School, consisting of business office, studio, production area, engineering area, and news department.
7	Station Tour	10/19/06, Mica Sheehan gave a private tour to students from Alice Taylor Elementary School, consisting of business office, studio, production area, engineering area, and news department.
8	Station Tour	03/01/07, Mica Sheehan gave a private tour to students from Alice Taylor Elementary School, Mr. Deutch's Class, Consisting of business office, studio, production area, engineering area and the news department. Students also had a brief meeting with Mr. Tad Dunbar and had a brief Q&A with him.
9	Station Tour	04/2007, Jennifer Rogers gave a private tour to the entire 2nd grade, from Glen Duncan Elementary School. Consisting of business office, news studio, production area, engineering area and the news department.
10	Station Tour	04/19/2007 – David White gave a private tour to the Reno chapter of the Girl Scouts. This tour consisted of the News Department, Production area, Engineering area and the News Studio.

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11	Station Tour	05/16/2007 – David White gave a private tour to the Reno chapter of the Boy Scouts. This tour consisted of the News Department, Production area, Engineering area and the News Studio.
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